



Rural Payments
Agency

Farming Recovery Fund

February 2020 Handbook

Support for farmers affected by exceptional flooding incidents as a result of significant rainfall between 15 and 29 February 2020 in the following counties:

- Gloucestershire
- Worcestershire
- Herefordshire
- Shropshire
- Staffordshire
- Nottinghamshire
- North and East Yorkshire

The application window is open from 18 June 2020. The last day on which applications will be accepted is Tuesday 1 September 2020.

For more information, search for '[Farming Recovery Fund](#)' on GOV.UK

Contents

What is the Farming Recovery Fund?	3
How to access funding through the Farming Recovery Fund?	5
Important points to note about	6
Who is eligible to apply?	7
What you can apply for	9
What you can't apply for	9
Things you need to know	11
How to apply	16
When to apply	16
Annex A – Applying using the online application portal	17
Annex B – Applying using the manual application form	31
Annex C - How to make a claim	37
Annex D - List of eligible costs	43
Annex E – Specifications for standard costs	48

If you have a question about the Farming Recovery Fund email FRF@rpa.gov.uk or call us on 03000 200 301 and select the Farming Recovery Fund option.

What is the Farming Recovery Fund?

Introduction

The Farming Recovery Fund (the “**FRF**”) provides money to help farmers whose land has been damaged by the impact of severe and exceptional flooding. This is defined by the Environment Agency and agreed as a natural disaster by the Secretary of State for the Environment, Food and Rural Affairs within the meaning of EU Regulation (EU) 702/2014.

This handbook (the “**February 2020 Handbook**”) covers agricultural land affected by flooding from named rivers that overtopped between 15 and 29 February 2020.

Important Note

Some of the land parcels located in the rivers named below, such as the Aire, are flood storage areas, which includes washlands. Land that is located in these areas is not eligible for FRF and is not included in the online application portal.

Gloucestershire

- River Severn from Tewkesbury to Fishing House, south of Gloucester (including the Coombe Hill Canal)

Worcestershire

- River Severn along its length within the county
- River Teme from its confluence with the River Severn to Tenbury Wells

Herefordshire

- Rivers Wye, Lugg, Arrow and Teme along their lengths within the county

Shropshire

- River Severn along its length within the county
- River Teme at Tenbury Wells and between Ludlow and Bromfield

Staffordshire and Nottinghamshire

- River Trent along its length within the counties

North and East Yorkshire

- River Aire from Newland, west to the south of Byram

Purpose and scope of the Farming Recovery Fund

The FRF provides a contribution to help those farmers who have been affected by the impact of flooding. This could include areas of agricultural land no longer being stock proof, having compacted and damaged soil or being affected by debris.

- The FRF supports the cost of repair and reinstatement, to return the land and/or infrastructure to the condition it was in before the natural disaster.
- Only certain uninsurable recovery works (detailed in Annex D) are eligible for funding, including:
 - repairing stone walls, fences, gates and gateways, tracks and bridges;
 - restoring land by removing debris, re-cultivating and reseeding with grass or cover crop.
- Only land that is defined as being 'in agricultural use' is eligible to be recovered, see 'Who is eligible'.
- The FRF cannot be matched with funding from other sources.
- The minimum grant available through the FRF is £500 and the maximum grant available is £25,000.

State Aid

The grant is awarded as a state aid under Article 30 of the Agricultural Block Exemption (ABER) regulations, Commission Regulation (EU) No. 702/2014, 'Aid to make good the damage caused by natural disasters in the agricultural sector'. For the purpose of FRF, this funding is not restricted by Industrial De Minimis. You may need to declare you have received this funding if you are applying for other public funding in future.

Who manages the Farming Recovery Fund?

The Rural Payments Agency ("RPA") delivers FRF on behalf of the Department for Environment, Food & Rural Affairs ("Defra"). The RPA assesses applications for eligibility, issues decisions to applicants and upon completion of eligible works, makes payments on behalf of Defra.

How to access funding through the Farming Recovery Fund?

There are four stages to accessing funding through the FRF:

Stage 1

Establish if you are eligible

- Read the sections 'Introduction' about eligible areas and 'Who is eligible to apply'.
- Read the sections 'What you can apply for' and the 'List of eligible costs' in Annex D.
- Put your SBI number into the online application portal to find out if you have any affected land parcels.

Stage 2

Complete and submit your application. The last day for applications is Tuesday 1 September 2020

- If you are applying for recovery that has a set or maximum cost, the portal is the quickest way to apply. See the step by step guide on how to do this in Annex A.
- If some else is doing the work for you using quotes, you will need to use a manual application form. See the step by step guide on how to do this in Annex B.

Stage 3

We expect to tell you our decision within 6 working weeks.

- Decisions on manual applications can take longer.

Stage 4

Complete your work and submit your claim

- Gather your evidence.
- See Annex C 'How to Claim'. The deadline to submit your claim will be in your Agreement.

Important points to note about ...

Land parcels

- Only land affected by the natural disaster, defined as 'agricultural land' that is located outside of a flood storage area is included in the FRF. It is important to note that this definition does not include all flooded land and you may not necessarily be able to apply for funding.
- Land must be eligible agricultural land as defined in the section 'Who can apply'.
- If you have received funding under a previous round of FRF you can apply again if you meet the criteria in this handbook.
- If recent changes to your land have been made, these may not be recorded in the portal if they have not yet been implemented on Rural Payments. You can only claim for recovery work you have done on land parcels occupied by you. If there are changes to any of the land parcels listed under your SBI on the portal, you must call us on 03000 200 301.
- If you have land parcels that were claimed by 2 SBIs in 2019 they are not loaded into the portal. If you want to claim on them, you will need to use the manual application form for your whole application.

Applying

- We have introduced an online application portal which can be used if you received BPS in 2019. You can apply easily on your smartphone, tablet or computer, where you are using our set or maximum prices (standard or reference costs) for your recovery work. See tables 1 and 2 in Annex D for details.
- If you received BPS in 2019 but are unable to use our set or maximum prices, you will need to get your affected land parcels from the portal and email FRF@rpa.gov.uk for an application form.
- If you did not receive BPS in 2019 you will need to read the handbook to check that you are eligible, then email FRF@rpa.gov.uk with your SBI, business name and list of land parcels.
- Only one application per SBI is allowed.
- If you have more than one farm registered to an SBI, you can include all the recovery work across those farms, but it has to be in one application, for a maximum of £25,000.
- We will only pay you for the work included in your Agreement if you have met all the requirements of the Fund.
- You can apply for work you have already completed but it must meet the scheme requirements to be eligible.

Evidence

- We no longer require the before photographs of damaged land that you are re-cultivating, but we still need to see the after photographs.
- In all other cases, you must provide before and after photographs that show the damage caused by the flood and the recovery work when completed. If we cannot verify that the work has been done to the correct specification (see Annex E) or that the damage was caused by one of the named flooding events in this handbook, we may not be able to pay you for that work.
- If a permit or consent is required and you do not obtain it, RPA will not be able to pay you for the recovery work. Be aware that you are breaking the law if you operate without a permit when you should have one.

Who is eligible to apply?

To successfully apply for a grant through the FRF you will need to satisfy the following three eligibility tests:

Eligible applicant

You must be the owner or tenant of at least 5ha of eligible agricultural land in grazing or on which you produce, rear or grow agricultural products. This includes harvesting, milking, breeding or keeping animals for farming purposes.

- If you received a BPS payment in 2019, you automatically meet this criteria.
- If you did not receive BPS in 2019 see the information at the bottom of this section.

Landlords: You are eligible to apply for the Fund where the restoration of land is your responsibility (and it is not the responsibility of a tenant) and you meet the criteria above. Where land is let under licence, it is the licensor (landlord) who should apply.

Tenant farmers: If you are applying to the Fund as a tenant farmer it is your responsibility to comply with your tenancy agreement, including obtaining and maintaining the landlord's consent for the recovery work where required.

Grazing licensees: If you only have access to graze (or mow) land under licence, you are not eligible for the FRF.

Eligible areas

To be able to apply to the Fund, you must have eligible agricultural land that:

- is located in a named county;
- has been affected by flooding from one of the named rivers between 15 and 29 February;

If you received BPS in 2019, you will be able to get a list of the affected land parcels from the portal; see Annex B for how to do this.

If you did not receive BPS in 2019 you will not be able to use the portal. See the information at the bottom of this section.

Eligible damage

Your land must have suffered damage that is eligible for financial assistance, as detailed in Annex D of this handbook.

The minimum grant you can apply for is £500 and the maximum is £25,000.

- Where there is ineligible work that reduces your request for funding to below £500, your claim may be rejected.
- You cannot request more than the maximum grant of £25,000. If you do so, your request will be capped.

If you are unsure if you are eligible please read the handbook and if you still have questions you can email on FRF@rpa.gov.uk or call us on 03000 200 301.

If you did not receive a BPS payment in 2019

If you have more than 5ha of agricultural land, in a listed county, affected by a named river and have more than £500 of eligible damage, send an email to FRF@rpa.gov.uk to find out if you are eligible and request a manual application form. Include in your email your SBI, business name and address, the hectares of eligible land you have in agriculture and the affected registered land parcel numbers.

What you can apply for

Funding is for uninsurable recovery work (see Annex D) which will restore the agricultural land to the state it was in before the flooding.

We have stipulated an upper limit for most of the eligible recovery work:

- We have a set price for repairing infrastructure such as boundaries and gates. You can do the work yourself or get someone to do it for you. You won't need to provide invoices or bank statements as evidence but you must meet the specifications in Annex E.
- We have a maximum price for land recovery such as re-cultivation and reseedling. You can do the work yourself (and use this as a set price) or you can use a contractor. If you use a contractor and their invoice is less than the maximum cost, we will only pay the invoice cost. If you purchase seed or use the services of a contractor for any work, we need to see invoices and bank statements. For a limited amount of recovery work (table 3 of Annex D), such as reinstating tracks and bridges, we do not have a set or maximum price and you will need to obtain quotes from a contractor.

What you can't apply for

You cannot get funding for:

- recovery work that is not listed in Annex D;
- repairing damage to non-agricultural land;
- repairing damage not directly linked to the action of the natural disaster;
- work that goes beyond what is required to restore the land or infrastructure to the state it was in before the natural disaster (see the section on 'Building in resilience' in 'Things you need to know');
- insured losses or items that insurance should normally cover, including buildings and equipment;
- any costs you incur should you decide to use an agent;
- any repairs that you have received or sought funding for from another source;
- the cost of annual agricultural cash crop seeds or plants;
- any form of nutrient application including manure, fertiliser or digestate;
- livestock of any type;
- loss of income;
- any formal obligations that you have for slurry management;
- activity that remains the responsibility of local authorities or other bodies to carry out;
- recoverable VAT;
- cash payments.

Handling VAT

If you are VAT registered you can recover VAT from HMRC and should not include it in the costs you apply for under the FRF.

We will only pay VAT on seed purchase and contractors' costs (up to the reference cost or quoted cost) where you have provided a letter from a professionally qualified independent accountant to confirm you are not VAT registered. We will require this at claim stage.

A professionally qualified accountant is defined as: a member of CIMA or the CCAB constituent bodies (Chartered Institute of Management Accountants); or Institute of Chartered Accountants in England and Wales ICAEW, Association of Chartered Certified Accountants ACCA, Chartered Institute of Public Finance and Accountancy CIPFA, Institute of Chartered Accountants of Scotland ICAS, and Chartered Accountants Ireland).

This publication was withdrawn on 2 September 2020

Things you need to know

You might need a permit or consent

Permits and consents

It is your responsibility to obtain a permit or consent for the recovery work you intend to do, if one is required.

Permits and consents are not retrospective. If you need one, you must obtain it before you start work. You are breaking the law if you operate without a permit or consent when you should have one.

We will not be able to pay you if you have not obtained the necessary permit or consent.

If the work involves watercourses or protected land

If you are doing work on or near a main river or removing material

If works are within 8 metres of a main river or involve the removal of material that is contaminated or otherwise unsuitable for re-use, you may need to obtain a permit from the Environment Agency. You can call the Environment Agency National Customer Contact Centre on 03708 506506 (call charges apply). You can find information on GOV.UK by searching for 'Check if you need an environmental permit' or using the following links [Environmental permits](#) and [Flood risk activities environmental permits](#).

To check whether your work is on or near a main river, follow this link [Environment Agency Main River Map](#).

If you are doing work affecting an ordinary watercourse (any watercourse not designated a main river)

If work is in, over, under or near an ordinary watercourse or flood defence, you may need a land drainage consent. To obtain a consent, contact your local authority or internal drainage board, depending on where your land is located.

You can find out [who to contact on](#) GOV.UK. You can access information about your local [internal drainage board \(IDB\)](#) and [your local council](#).

If you are doing work on a SSSI (Sites of Special Scientific Interest), SPAs (Special Protection Areas) or SACs (Special Areas of Conservation)

If you are doing work on a SSSI, you may need consent from Natural England and you need to obtain this before you start work. To contact Natural England, email enquiries@naturalengland.org.uk, or call 0300 060 3900. You can find more information on GOV.UK by following this link [SSSI Managing your land](#).

If you are doing work on land in an SPA or SAC or within 500m of the site boundary, you will need to contact Natural England by email enquiries@naturalengland.org.uk, or call 0300 060 3900, to find out if an assessment needs to be done before you start work.

If the work involves tracks, bridges or Public Rights of Way

If the work involves tracks or bridges, these must service your agricultural land to be considered eligible. If a track or bridge serves other properties and/or businesses, your claim could be reduced.

If you are repairing tracks and/or bridges

If you are repairing a track or bridge, you must either be the owner or be responsible for maintaining the item. Some tracks and bridges may be owned by third parties, such as the local authority or the Highways Agency.

If you are repairing items on a Public Right of Way (PROW)

You may be able to obtain funding from the local authority or National Park authority for reinstating tracks, bridges or gates situated on PROWs. In such circumstances, you will need to provide written confirmation from the relevant authority to confirm that they have not provided any funding for the repair. You can search for Public Rights of Way on the relevant authority website.

Flood storage areas

On some of the larger rivers in the UK, flood alleviation schemes have been developed which build on the natural behaviour of floodplains in reducing the amount of water that is passed downriver.

These flood storage areas are natural or man-made, that temporarily fill with water during periods of high river level, retaining a volume of water which is released back into the watercourse after the peak river flows have passed. The majority of flood storage areas are located either on or adjacent to rivers to provide flood protection to downstream communities.

Land in these storage areas is not eligible for funding under FRF.

To find out if your land is located in a flood storage area, follow this link [Rivers And Sea Flood Storage Areas](#) or go to GOV.UK and search under River and Sea Flood Storage Areas.

Agri-environment agreement holders

If you have an agri-environment agreement, such as Countryside or Environment Stewardship, on the land you want to restore, you may need to obtain a Minor or Temporary Adjustment from the RPA or apply for *force majeure*. You should refer to the [RPA Flooding Advice for farmers and land managers](#) on GOV.UK and email ruralpayments@defra.gov.uk where appropriate.

When can you start work?

You can include work in your application that you have already started or completed, however we will only be able to pay you for this work if:

- it is located in an affected land parcel that is included in your Agreement;
- it is done on land that is in agricultural use ;
- it meets the scheme requirements and any relevant specifications

Remember that for most work, you will need to provide photographs of the damage. We must be able to confirm that the damage was caused by the natural disaster, otherwise we may not be able to pay you for that work.

Photographs

We ask for photographs when you are claiming grant, after completing the work. We do not require them as part of your application.

Before you start the work

You must have photographs of the damage for recovery works listed in tables 1 and 3 of Annex D, such as repairing boundaries, gates, tracks and bridges and removing debris. Without them we are not able to pay your claim.

If you are repairing boundaries, your photographs must show the damage along the whole of the length you are repairing, otherwise your claim may be reduced to the lengths that can be validated.

After you complete the work

You must provide photographs for **all** of the work you claim funding for, including all the work listed in tables 1, 2 and 3 of Annex D. If you do not provide 'after' photographs, we are not able to pay your claim.

Building in resilience

It is important to note that funding will only support the cost of repair and reinstatement of agricultural land.

If you are thinking about improving the resilience of your land to future flooding, for example, relocating a bridge to make it less likely to be damaged by flood water, the additional costs of doing this will need to be met by you.

If you do change the location of an item of infrastructure, you should make this clear when you submit your claim, so that we can correctly locate the recovery work and ensure that the work is eligible.

If you are changing the position of a permanent boundary this could impact any BPS, Environmental Stewardship or Countryside Stewardship payments you receive. You can find advice on GOV.UK at this link [RLE1 form and guidance](#), or contact the RPA Helpline for the relevant scheme on 03000 200 301.

If you are intending to make changes that affect a watercourse, contact the Environment Agency or relevant local authority as detailed in the permits and consents section above.

If you are including resilience work in your application, you will need to ensure that it meets any relevant specifications (Annex E) and, if you are using a contractor to carry out the work, you will need to provide one set of quotes for the repair and another set for the additional cost that you will be funding yourself.

Rural Payments service

Before applying you must be registered on the Rural Payments service.

If you are already registered check that the following details are correct before you apply:

- email address
- business name
- business address and postcode
- full name
- permissions

If you need to register for the Rural Payments service, you must first verify your identity. Do this online with [GOV.UK Verify](#). If you have any difficulties in registering on GOV.UK Verify, call 03000 200 301 and select the option to speak to the Rural Payments team.

The details in the Rural Payments service must exactly match the details you include in your FRF application, otherwise your application will not be accepted.

Guidance on [updating details in the Rural Payments service](#) can be found on GOV.UK.

For information on how we handle personal data go to GOV.UK and search '[Rural Payments Agency personal information charter](#).'

Rural Payments service permissions

In the Rural Payments service, you can give other people access to your business. There are different levels of permission (authorisation) you can give them depending on what you want them to be able to do. You can only do this if you have full permissions yourself and the other person is also registered on the Rural Payments service.

The person applying for the FRF, including if that is an agent, must have permission either to 'Make legal changes' or 'Full permissions' for the business in the Rural Payments service.

View	Amend	Make legal changes	Full permissions
View business details View people associated with the business	All permissions in View Business Details Amend business contact details	All permissions in Amend Business Details Amend controlled information, such as business name Add someone to the business Add and amend accountable people Confirm business details Amend bank account details Make young/new farmer declaration	All permissions in Make Legal Changes Business Details Give permissions on business

Bank Account

You must register your bank account details with the Rural Payments service, in order for us to pay you. You can only do this over the phone – call us on 03000 200301 and choose the ‘bank’ option. For security reasons, the RPA will not call you and ask for bank details. If we do need to contact you, you will be asked to call the helpline on 03000 200 301. You can [find out more about security](#) on GOV.UK.

How to apply

Make sure that you read all parts of this handbook before you apply.

If you received a BPS payment in 2019

- You access the portal to get a list of land parcels that have been affected by the natural disaster. If no land parcels are listed against your SBI, it is likely that your land is not eligible.
- Check Annex D to see if the work you are doing is included in tables 1 and/or 2. If it is, the easiest way to apply is using the portal, by computer, tablet or smartphone. A step by step guide is available at Annex A.
- If you are doing work that involves getting quotes from a contractor (table 3 of Annex D), you will need to apply for all of the work using the manual application form. You can get a form by emailing FRF@rpa.gov.uk and including your SBI and farm business name. Annex B contains a step by step guide to applying using the manual application form.
- You should contact us before you apply if there have been any changes in occupation of the land parcels listed for you on the portal. You can call us on 03000 200 301.

If you did not receive a BPS payment in 2019

If you believe you meet the 3 criteria for eligibility in 'Who can apply', send an email to FRF@rpa.gov.uk to check your eligibility and request a manual application form. You should include your SBI, business name and address, the hectares of eligible land you have in agriculture and the affected land parcel numbers.

When to apply

The application window is open from Thursday 18 June 2020. The last day on which applications will be accepted is Tuesday 1 September 2020. Applications will be rejected after that deadline.

Annex A – Applying using the online application portal

This is a step-by-step guide to filling in the online application portal. To help you there are examples of each of the portal pages at every step.

You have to complete the application using the portal in one go, you cannot save it and go back. You should make sure you gather the necessary information before starting (see Step 1 below). It should take you around 20 minutes to complete an application.

If you think you have made a mistake in your application, you will have to start a new application and resubmit it.

If you have already made an application, but you try to start another application and find your SBI details have disappeared from the portal, you will need to call us immediately on 03000 200 301. You will only be able to do this before the application window closes on 1 September 2020.

If you have any queries or are having difficulties using the online application portal, email FRF@rpa.gov.uk or call us on 03000 200 301 and follow the options for the FRF.

Step 1 - Gathering your information

We recommend that you check your details on the Rural Payments service first, to make sure they are up to date. The information needs to match exactly what you include in the portal. If you have made a mistake it will delay a decision on your application.

Make sure you have a note of the following details prior to going onto the Portal (tick list✓):

- Customer Reference Number (CRN);
- Single Business Identifier (SBI) Number;

You must have a Single Business Identifier (SBI) and Customer Reference Number (CRN). We won't be able to process your application without these.

Check the main SBI, CRN and business details registered in the Rural Payments service match with the main SBI, CRN and applicant business name entered on the application. If they don't, please update them as we won't be able to process your application and it will be rejected.

You will normally have a main SBI and a CRN if you get other payments from RPA, like the Basic Payment Scheme. Your SBI should be on any letters you've had from us and your CRN will be on the initial letter you received when you registered.

Please see our YouTube clip on [how to find your Customer Reference Number](#), via GOV.UK Verify.

If you are not registered on Verify you can call us on 03000 200 301 and select the options to speak to the Rural Payments team who can tell you your CRN.

- email address that is listed in the Rural Payments service;
- correspondence email address if different to that registered in the Rural Payments service;
- business name in the Rural Payments service;
- full address for your business in the Rural Payments service;
- name of who will make the application and that they have permission in Rural Payments service to 'Make legal changes' or 'Full permissions' for the applicant business.

Step 2 – Accessing the Online Application Portal

To start your application go to GOV.UK Farming Recovery Fund and follow the links for how to apply. Click the '**Apply now**' button when you enter the portal.

In order to prevent automated spam submissions you must tick the box to confirm that you are a genuine user before you can continue with your application.

Step 3 – Input your SBI

Input your SBI and then confirm it.

If you get an error message this is probably because you did not receive BPS in 2019 and/or have no land recorded as being affected by the natural disaster. You should read the eligibility section in this handbook and if you think you should be eligible, send an email to FRF@rpa.gov.uk detailing your SBI, business name and a list of affected land parcels.

Single Business Identifier

Input your Single Business Identifier (SBI) to find out if your business is eligible to apply for FRF.

If you receive an error message:

- Ensure that you have correctly typed in your SBI number
- Your land may not be eligible for the FRF and you should revisit the handbook and check the explanation on eligibility.

If you need assistance or you do not have an SBI number, you can contact the Helpline on 03000 200 301.

Single Business Identifier (SBI)

Confirm SBI

[Next >](#)

Step 4 – Getting a list of your affected land parcels

You will get a list of the land parcels (and total hectares) that have been affected. You should either download or print these out for your records.

At claim stage you can only include recovery work that:

- you have carried out in these land parcels;
- does not exceed the maximum area of agricultural land in each parcel.

Land Parcels Impacted and Total Hectares Affected

These are the land parcels that have been impacted for your SBI. The FRF will only consider land eligible where it falls within the criteria of agricultural land as detailed in the handbook.

At claim stage, your claim may be reduced if you have undertaken work that is not on agricultural land. We will check your claim in the Rural Payment service 'view land' facility to confirm how many hectares are eligible.

Land Parcel Number

TOTAL HECTARES:22.74

[Print Parcel Details](#)

[< Back](#)

[Next >](#)

Step 5 – Who is making the application?

Enter details of the person completing the application. This information will be used to identify you as registered with the Rural Payments service.

If the information provided does not match the information registered with RPA, your application will be rejected and you will have to re-apply, if the application window is still open.

Guidance on [updating details in the Rural Payments service](#) can be found on GOV.UK.

Are you an Agent applying on behalf of your client?

If you are not an Agent then select '**No**' from the list and enter the following:

- **Customer Reference Number**, as registered in the Rural Payments service. This is the unique 10-digit individual identifier that you were given when you registered in the Rural Payments service.
- **Email address**, matching the email address you registered in Rural Payments
- **Do you want to use an alternative correspondence email address?** Confirm whether you want to use an alternative correspondence email to that provided above, by selecting Yes or No from the list.

Details of the person completing the application

The information provided on this page will be used to identify you as an RPA customer. Details of the business that would receive the grant should be entered on the next page..

If the information provided does not match the information registered with the RPA, your application will not be accepted and you will be asked to resubmit.

Agents: If you are an agent applying on behalf of a farm business you can provide your own CRN and email address but you must have permission to make Legal changes or Full permissions for the business. If you do not have the correct permission on the Rural Payments service the application will be rejected.

Are you an AGENT applying on behalf of your customer?

Customer Reference Number (CRN) - as registered on the Rural Payments service

Confirm CRN

Email address - as registered on the Rural Payments service

Confirm Email address

Do you want to use an alternative correspondence email address?

[< Back](#)

[Next >](#)

If you are an Agent, confirm by selecting 'Yes' from the list. If you enter Yes, you must have permission to 'Make legal changes' or have 'Full permissions' for the business. If you are unsure whether you have the correct permission for the applicant's business, you can check by signing in to the Rural Payments service.

Enter the following:

- **Agent Customer Reference Number (CRN):** enter and confirm your own CRN, the unique 10-digit individual identifier that you were given when you registered in the Rural Payments service.
- **Agent email address:** enter and confirm the email address registered in the Rural Payments service. This email must match what is registered to the CRN in the Rural Payments service and will be used in all correspondence for this application.
- **Do you want to use an alternative correspondence email address?;** Confirm if you want to use an alternative correspondence email to that provided above, by selecting Yes or No from the list.

Details of the person completing the application

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Agents: If you are an agent applying on behalf of a farm business you can provide your own CRN and email address but you must have permission to make Legal changes or Full permissions for the business. If you do not have the correct permission on the Rural Payments service the application will be rejected.

Are you an AGENT applying on behalf of your customer?

Yes

Agent Customer Reference Number (CRN) - as registered on the Rural Payments service

Confirm CRN

Agent Email address - as registered on the Rural Payments service

Confirm Email address

< Back

Next >

Step 6 – What is the applicant business name?

Enter details of the business applying for the grant. These must be the details already registered for the business in the Rural Payments service.

- **Name of business:** Tell us the full name of your business. This is the name used on your annual financial accounts and/or your business bank account and must match the business name registered in the Rural Payments service.
- **Postcode of business:** Tell us the postcode of your business address. This should be entered in capitals.

Details of the business receiving the grant

The information provided on this page will be used to identify the business. Please make sure that the details you provide for the business match those already registered with the RPA.

If the details that you provide do not match the information found on the Rural Payments service, the application will not be accepted and you will be asked to resubmit.

Agents: If you are an agent applying on behalf of a farmer, all details on this page and onwards relate to your client.

Name of business

Postcode of business

[< Back](#)

[Next >](#)

Step 7 – What is the name of the applicant?

Select your title from the list and give us your first name and surname.

Details of the owner or main person in the business receiving the grant

Title

First Name

Surname

[< Back](#)

[Next >](#)

Step 8 – What is the address of the applicant?

Give the full postal address of your business and provide at least one phone number.

Address and contact details of the business receiving the grant

Business address

Town/City

County

Postcode

CA11 9TE

Landline phone

Please fill in at least one phone number

Mobile phone

Please fill in at least one phone number

[< Back](#)

[Next >](#)

Step 9 – What is your business type and activity?

Business type: Choose the best fit for your type of business from the list.

If you select Limited Company or Limited Liability Partnership, you will be asked to fill in your Company Registration Number.

Business activity: Choose the best fit for the type of activity carried out by your business from the list.

Are you VAT registered: Choose yes or no and if you are VAT registered you will be asked to fill in your VAT number. If you are not VAT registered, read the section in the handbook about handling VAT in 'What you cannot apply for'.

Details of the business receiving the grant

Business type

Business activity

Are you VAT registered?

[< Back](#)

[Next >](#)

Step 10 – Your agri-environment agreements?

List any live agreement numbers for Countryside Stewardship, Environmental Stewardship, England Woodland Grant Scheme or Water Environment Grants that you are responsible for. We keep a record to enable us to cross reference recovery funding with our mainstream grant programmes.

Land Management Agreements

Provide any current land management agreements you hold in the boxes below.

Scheme/Agreement Type	Agreement Number	Agreement Number
Countryside Stewardship	<input type="text"/>	<input type="text"/>
Environmental Stewardship	<input type="text"/>	<input type="text"/>
England Woodland Grant Scheme	<input type="text"/>	<input type="text"/>
Water Environment Grant	<input type="text"/>	<input type="text"/>

[< Back](#)

[Next >](#)

Step 11 – Selecting the work you want to do

Over the next two screens you will select the type of recovery work you want to apply for.

Recovery work is split into either a maximum price (reference cost) or a set price (standard cost). Check Annex D to find out what is included in each category.

To start adding your recovery work, select from the list. To request more than one of a standard cost, type the number of units in the 'quantity' box.

You can add additional items in each category by clicking on the 'Add item' button at the bottom of each page.

To remove items from your application, click the 'Remove item' button to the right of the work you wish to remove.

To move on to the next category, click 'Next'. If you need to move back to the reference costs, click 'Back'.

When you make a selection, the 'Cost' field will show the cost for that item or activity. The 'Grant amount' field will show the amount of funding you can receive based on the number of items or activity (hectares) you have selected.

Confirm if the work has already started by selecting either 'Yes' or 'No' from the list.

You will be able to see the sub-total of the items as you add them in the calculator on the right hand side of the page.

When you have entered all the work you want to apply for, click 'Next'.

Important notes:

- If you are doing recovery work in table 1 (standard costs) in Annex D, you will need to provide a photograph showing the damaged item at claim stage. If we are unable to confirm that the damage was caused by an eligible flooding event, we will not be able to pay you.
- You must have eligible recovery works of £500 or above to apply to the Fund. Any ineligible works that are included will be removed at claim stage. If your total eligible work drops below £500 we will not be able to pay you.

Reference Costs

Please refer to Annex D in the handbook for more information about reference costs.

Item	Has work already started	Cost (£)	Grant amount (£)	Hectares	
<input type="text" value="R1 - Cultivation operations for the restoration of grass leys/permanent pasture damaged by flooding"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>	Remove

Cultivations carried out to over-seed/re-seed grass leys/permanent pasture damaged by flooding

Note: you can use a contractor to carry out this work but can only claim the invoiced amount up to the reference cost.

[Add item](#) or click "Next" for the next category

Sub Total of Grant Requested:

£0.00

The total grant requested is less than the minimum of £500

[< Back](#)

[Next >](#)

Standard Costs

Please refer to Annex D in the handbook for more information about standard costs and Annex E for specifications.

Item	Has work already started	Cost (£)	Grant amount (£)	Quantity	
<input type="text" value="S6 - Sheep netting (per metre)"/>	<input type="checkbox"/>	<input type="text" value="98.00"/>	<input type="text" value="98.00"/>	<input type="text" value="20"/>	Remove

[Add item](#) or click "Next" for the next category

Sub Total of Grant Requested:

£230.00

The total grant requested is less than the minimum of £500

[< Back](#)

[Next >](#)

Step 12 – Review your application

Check all the information on the Summary Page to make sure the details are correct, including applicant and business details, and the list of items you are requesting.

If you need to make any changes to the information you have entered, you will need to use the 'Back' button to return to the relevant page.

The summary will show the total grant amount you can claim if your application is successful.

You must click 'next' to complete the application process.

Summary Of Your Application So Far

Please check that all details are correct and then click 'Next' to continue with your application

This is not the final page of your application submission. You must click 'Next' to read the Declaration and then click 'Submit' for your application to be completed. If any details are not correct click 'Back' to return to the previous pages to amend your application details.

Item	Cost per Item (£)	Quantity	Total Cost (£)	Total Grant Amount (£)
R1 - Cultivation operations for the restoration of grassland (can be combined with either R2 or R3)	66.00	2	132.00	132.00
S6 - Sheep netting (per metre)	4.90	40	196.00	196.00
S11 - Wooden field gate (per gate)	390.00	1	390.00	390.00

Total project cost	£718.00
Grant rate	100%
Total Grant Requested	£718.00

Step 13 – Declaration and Submit your application

Read the Declaration in the portal carefully and tick the box to confirm you agree.

To continue to improve the success of our schemes, we may want to contact you in the future. If you are happy for us to do this using the contact details provided in your application, select Yes. If you'd prefer us not to contact you, select No.

Click the '**Submit**' button to complete your application.

A confirmation screen will show your unique 6-digit reference number. Make a note of this as we will use this when we contact you about your application. If you lose your 6-digit reference number you can call us on 03000 200 301. You will need your SBI number and Business name to help us identify you.

You will be given the option to print a copy of the summary page from your application. We advise you to do this and keep a copy for your records. This will be your only opportunity to do this.

Once you've done this, you can close the webpage.

Application Submitted

Your application has been successfully submitted and you have been sent an email to confirm this. If you don't receive this email then check your junk / spam folder. If you still haven't received this email with your reference number then you may have entered an incorrect email address – please check your details below.

Please make a note of the reference number in case you need to contact the RPA about your application.

Reference number: 650181

We recommend that you print a summary of your application for your records

[Print Summary Page](#)

You can now close the webpage, or [go to the FRF Website](#)

Your responses are displayed below:

Your Farming Recovery Fund Application

What happens after you submit your application using the online application portal?

Confirmation of receipt

You will get an automatic email to the address registered on the Rural Payments service from FRF@rpa.gov.uk, confirming receipt of your application, together with your unique 6-digit reference number. Your reference number is only to confirm that your application has been received and is not confirmation that your application has been verified or approved.

You should receive the email confirmation within a few minutes of submitting your application. If you do not receive it, first check your junk or spam email folder.

If an email does not arrive within one hour of submitting your application, contact us on 03000 200 301. It is possible that your application has not been received and you may need to re-submit.

Verification

We will check the information that you have provided in your application, to verify that both you and your application are eligible, for example that your SBI and email details match our records.

We will complete this verification check and only contact you if the information you have provided doesn't match that in the Rural Payments service. If your details are not correct, you will need to amend them and resubmit your application as soon as possible.

Validation

We will validate applications on an ongoing basis.

Notification of outcome

We cannot provide updates on the progress of individual applications prior to notification of the outcome. We will be making decisions within 6 working weeks of you submitting your application via the online application portal.

If your application is approved

If your application is successful, we will email an Agreement to your correspondence address and inform you of the documents you need to read before you accept. The Agreement will set out exactly what parts of your application have been approved and how much you may be able to claim.

Once you receive your Agreement you should read it carefully and check that you understand what you are required to do to claim the grant. You must accept your Agreement within 30 working days from the date shown on the Agreement. You should accept (or withdraw) from this offer as detailed in your Agreement.

If your application is not accepted

Your application will not be accepted if the details you provide do not match those held in the Rural Payments service, such as:

- the CRN is not linked to the SBI number
- the email address did not match
- the business name did not match
- you or your Agent do not have the correct permissions

We will notify you if the information provided doesn't match that in the Rural Payments service. You will then have an opportunity to re-submit.

Annex B – Applying using the manual application form

You will need to request a manual application form if:

- you received BPS in 2019, have downloaded your affected land parcels from the portal, but are undertaking recovery work using quotes in table 3 of Annex D;
- you did not receive BPS in 2019 but you have more than 5ha of agricultural land, in an eligible area and have more than £500 of eligible damage.

To obtain a manual application form, email FRF@rpa.gov.uk with your SBI, business name and a list of affected land parcels.

Applications using the manual form take longer to assess than using the portal, but we aim to get a decision to you as quickly as possible. If we have to come back to you for more information, it can take longer.

Step 1 - Gathering your information

Before you start, make sure you have a note of the following details:

- Single Business Identifier (SBI)

You must have a Single Business Identifier (SBI) number, we won't be able to process your application without this.

You will normally have a main SBI if you get other payments such as Basic Payment Scheme from us. You will find these on any letters you've received.

- email address that is listed in the Rural Payments service
- correspondence email address if different to that registered in the Rural Payments service
- business name held by Rural Payments service
- postcode and address for your business in the Rural Payments service
- that you have permission to 'Make legal changes' or have 'Full business permissions' for the business in the Rural Payments service (see Rural Payment permissions under 'Things to know').

Step 2 – Checking your land on the portal

If you received a BPS payment in 2019, you will need to get a list of your affected land parcels and the total area impacted, from the online application portal. If you received a BPS payment in 2019 you should only need to use the manual application form if you are using quotes.

If you were not in receipt of BPS in 2019, we need to have agreed your affected land parcels and total area impacted with you separately. Move to step 5.

To check your affected land parcels go to GOV.UK Farming Recovery Fund and follow the links for how to apply. Click the '**Apply now**' button when you enter the portal.

In order to prevent automated spam submissions you must tick the box to confirm that you are a genuine user before you can continue with your application.

Step 3 – Input your SBI

Input your SBI and then confirm it.

If you get an error message this is probably because our records show that you do not have any land that is eligible for recovery funding under this scheme. You should revisit the eligibility section in this handbook and if you think you should be eligible, send an email to FRF@rpa.gov.uk detailing where your land is located, your business name and why you believe you should be eligible.

Flooded Land SBI

Your SBI number will be matched against satellite data to tell us how much of your land is eligible. If you enter your SBI and get an error message, this means that your land is not recorded as being eligible for recovery funding. You should revisit the Handbook and check the explanation on eligibility. If you need assistance or you do not have an SBI number, you can contact the Helpline on 03000 200 301.

Single Business Identifier (SBI)

Confirm SBI

[Next >](#)

Step 4 – Getting a list of your affected land parcels

You will get a list of the land parcels (and total hectares) that have been affected. You should either download or print this out for your records and submit it with your application form.

At claim stage you can only include work that:

- you have carried out in these land parcels
- does not exceed the maximum area of agricultural land in each parcel

Flooded Parcel Numbers and Hectares

Your SBI number has been matched against satellite data to tell us how much of your land has standing water and is eligible for funding.

These are the parcel numbers and the flooded Hectares eligible for funding.

You will be asked at claim stage to evidence your flooded areas.

Land Parcel Number	Hectares

TOTAL	64.36
-------	-------

[Print Parcel Details](#)

[< Back](#)

[Next >](#)

Step 5 – Completing the manual form

Once you have obtained the list of your affected land parcels, you can exit the portal and start completing the application form. Please read the instructions carefully.

Step 6 – Confirming your eligibility

Input your SBI and make sure the number matches the one held on the Rural Payments service.

Input the total hectares of land affected.

Confirm if you were in receipt of BPS in 2019. If you were in receipt of BPS in 2019 you automatically meet the requirement to have 5ha of land in agriculture.

If you were not in receipt of BPS in 2019 you will need to provide evidence that you have 5ha of land in agriculture, as required in the section 'Who is eligible to apply' in this handbook. You may need to provide us with maps and business accounts as evidence to enable us to assess you meet the criteria.

Step 7 – Who is making the application?

Enter details of the person completing the application. This information will be used to identify you as registered with the Rural Payments service.

If the information provided does not match the information registered with RPA, we will not be able to accept your application until you have updated the Rural Payments service.

Guidance on [updating details in the Rural Payments service](#) can be found on GOV.UK.

If you are not an Agent then select '**No**' from the list and enter the following:

- **Customer Reference Number** as registered in the Rural Payments service. This is the unique 10-digit individual identifier that you were given when you registered in the Rural Payments service.
- **Email address** as registered in the Rural Payments service: Enter and confirm the email address registered in the Rural Payments service. This must be the same email address.
- **Do you want to use an alternative correspondence email address?** Confirm if you want to use an alternative correspondence email to that provided above, by selecting Yes or No from the list.

If you are an Agent, confirm by selecting '**Yes**' from the list. If you enter Yes, you must have permission to 'Make legal changes' or 'Full permissions' for the business. If you are unsure whether you have the correct permission for the applicant's business, you can check by signing in to the Rural Payments service.

Enter the following:

- **Agent Customer Reference Number (CRN):** enter and confirm your own CRN, the unique 10-digit individual identifier that you were given when you registered in the Rural Payments service.
- **Agent email address:** enter and confirm the email address registered in the Rural Payments service. This email must match what is registered to the CRN in the Rural Payments service and will be used in all correspondence for this application.

Step 8 – Tell us about the business receiving the grant

Enter details of the business applying for the grant. These must be the details already registered for the business in the Rural Payments service.

- **Name of business:** Tell us the full name of your business. This is the name used on your annual financial accounts and/or your business bank account and must match the business name registered in the Rural Payments service.
- **Business address:** Tell us the full address of your business.

Step 9 – Tell us your business type and activity

Business type: Choose the best fit for your type of business from the list.

If you select Limited Company or Limited Liability Partnership, you will be asked to fill in your Company Registration Number.

Business activity: Choose the best fit for the type of activity carried out by your business from the list.

Are you VAT registered: Choose yes or no; if you are VAT registered you will be asked to fill in your VAT number. If you are not VAT registered and you wish to claim the VAT as grant, you will need to provide evidence of your VAT status at claim stage.

Step 10 – Your agri-environment agreements

List any live agreement numbers for Countryside Stewardship, Environmental Stewardship, England Woodland Grant Scheme or Water Environment Grants that you are responsible for. We keep a record to enable us to cross reference recovery funding with our mainstream grant programmes.

Step 11 – Tell us what work you are applying for

You must use tab 2 (Eligible Costs) of the application form to tell us what work you are applying for. The tables will automatically calculate the grant request for you.

For any work listed in table 3, you must show the cost with and without VAT. In the final column state which of these amounts you are applying for. This will depend on whether you are registered for VAT.

- If you are VAT registered, meaning you are able to reclaim VAT, you should apply for the net cost.
- If you are not VAT registered, meaning you are not able to reclaim VAT, you can apply for the total cost.

We will always offer you the value of the lowest quote for the work, but you can choose to use a more expensive supplier and fund the difference yourself.

Make sure that you include the metres or area (ha) for items and activities you are requesting.

Remember you will need to provide photographs of the damage at claim stage for all of the work you apply for in tables 1 and 3.

Step 12 – Tell us which land parcels you are recovering

If you received a BPS payment in 2019, you should include the list of land parcels you downloaded from the portal with your manual application form.

If you did not receive a BPS payment in 2019, you should list the registered land parcels we have agreed with you in the Land Parcels tab.

Step 13 – Review your application

Read through your application and ensure that you have completed all the questions. If you do not complete all the questions we will have to contact you and this will delay a decision being made on your application.

Read through the 'Evidence to send with your application' and tick those you need to submit.

To continue to improve the success of our schemes, we may want to contact you in the future. If you are happy for us to do this using the contact details provided in your application, select Yes from the list. If you'd prefer us not to contact you, select 'no'.

Step 14 – Agreeing to the terms of the Declaration

Read the Application Declaration carefully and make sure you can abide by all of the terms. When you are happy, select 'yes' in the dropdown to confirm you agree.

Step 15 – Submit your application form

Email the completed excel form to FRF@rpa.gov.uk from the email address registered in Rural Payments. Make sure you attach any quotes to the email before you send it.

If you are unable to send it from the approved email address, please print off the form, sign the declaration and scan/photograph it, and attach this to the email with the excel form and any other attachments.

What happens after you submit your manual application form?

Confirmation of receipt

You will receive an email acknowledgement to confirm that we have received your application form. If you do not receive this within 2 working days, check your junk or spam folder first and if it is not there, we may not have received it. You can contact us on 03000 200 301.

Verification

We will check the information that you have provided in your application to verify that both you and your application are eligible (for example that your SBI and email details match our records).

We will complete this verification check and will contact you if the information you have provided doesn't match that in the Rural Payments service. You will have an opportunity to correct your information.

Validation

We will validate your application and contact you if we have any questions.

Notification of outcome

Processing manual application forms, particularly where these involve quotes, takes longer than using the portal. We cannot confirm the turnaround time, but we process applications as quickly as possible.

If your application is approved

If your application is successful, we will email an Agreement to your correspondence address and inform you of the documents you need to read before you accept. The Agreement will set out exactly what parts of your application have been approved and how much you may be able to claim.

Once you receive your Agreement you should read it carefully and check that you understand what you are required to do to claim the grant. You must accept your Agreement within 30 working days from the date shown on the Agreement. Your Agreement will explain how you are required to accept.

If your application is not accepted

Your application may be rejected if you do not meet the eligibility requirements of the Fund.

If you are unhappy with a decision or service you have received, you can call, email or write to let us know. Full [guidance about how to complain or appeal](#) is available on GOV.UK. Follow the information for RDPE socio economic schemes.

Annex C - How to make a claim

If you are successful you will be able to download a claim form. When you have completed all the work, you complete the claim form and return it to us with any accompanying evidence in order for grant funding to be paid.

Your grant will be paid in a single instalment after you have completed and, where relevant, paid for the works.

Include the following documents with your claim (tick list✓)

- the completed claim and declaration form;
- list of eligible land parcels (as included in your Agreement) and identification of the work you have undertaken in each land parcel, which matches up to the photographs you are providing;
- photographs of the damage for any standard and quoted cost works you are including;
- photographs showing the completed works;
- copies of any invoices and business bank statements for work done by contractors or purchase of seed;
- confirmation you are not VAT registered if you are including VAT on any invoices you submit;
- any permits and consents for watercourses and for protected land required for the recovery work you have completed;
- for tracks, bridges and gates on a Public Right of Way, an email from the relevant authority to confirm that they have not provided funding for the repair.

Submit your claim form as detailed, with your photographs, invoice and bank statement evidence, to FRF@rpa.gov.uk by the date shown in your Agreement.

If you are unable to send your evidence via email, please contact us on 03000 200 301.

All correspondence about your FRF claim will be sent from FRF@rpa.gov.uk. Consider adding this email address to your trusted senders list, and remember to check your spam and junk mail folders.

Permits and Consents

You must provide any permits and consents needed to undertake the recovery work with your claim form. If you did not obtain a permit or consent where one was needed, we will not be able to pay your claim for that element of the work.

Invoices

Any invoice(s) must include the following information, or they will not be accepted. They must

- describe the work undertaken and breakdown the costs where appropriate;
- be addressed to the same individual or business as detailed in the Agreement;
- show the supplier's name, address, VAT number and date;
- be from a supplier who is not part of or linked in any way to your business;
- not include your own labour charges;

We will only make payment for work detailed in your Agreement. If an invoice includes additional items that are not part of your FRF application, you must clearly highlight the items you are claiming for.

Invoices must be paid in full and the payment must have left your bank account before you make your claim.

If you have made a payment to a supplier that covers more than one invoice, you need to provide copies of all the invoices included in the payment.

The following must be met for RPA to consider your claim:

- recovery works are included in your Agreement;
- recovery work is on land parcels included in your Agreement;
- recovery work is on land parcels occupied by you, either as a landlord or tenant;
- recovery works meet the specifications in Annex E for infrastructure listed as standard costs;
- recovery works were undertaken after the flooding event;
- recovery works have been fully paid for by your business. This means payment for the work is shown on your business bank statement or on your business credit card statement;
- recovery work is at the location stated in your application;

Payment evidence for invoices

You will need to send us copies of your business bank statement or business credit card statement showing that all invoices have been paid in full by the applicant's business. For

cheque or BACS payments, the cheque number or transfer reference should be visible on the statement and the cheque stub should be fully completed with payee details etc.

Acceptable evidence includes screen shots from an online account showing payment details and bank logos, or a certified report printed from a banking system.

Business bank statements must include the:

- bank's name and logo
- account holder name in full
- account number
- account balance – opening and closing balance of the bank statement period
- sort code
- transaction date
- transaction type (including payee ref/cheque number)
- transaction amount
- date bank evidence generated.

If other payments were included in the BACS transaction, we will need to see the full audit trail including the BACS statement and copies of any other invoices.

You must not make cash payments for any grant funded items as you will be unable to provide a satisfactory audit trail and we will not be able to pay any of your grant.

If you pay for any items with a credit card, the items must be purchased from the applicant's business credit card, not a personal account or a different business account. The credit card statement(s) must show that all invoices for grant related items have been paid in full by the applicant business.

If any other credit card is used, there must be evidence to show that the item is transferred to the ownership of the applicant before a claim is made.

If you pay for work on account, ask your supplier to raise a separate invoice and take separate payment for the FRF item to help with the invoice validation of the eligible spend.

Photographs

It is your responsibility to provide sufficient photographic evidence at claim stage.

Your claim must be supported with labelled photographs of the completed recovery works for everything you are claiming.

If you are claiming under tables 1 (standard costs) and 3 (quoted costs) in Annex D, you must provide a photograph of the damaged item that you have repaired. If we cannot confirm the damage was caused by the natural disaster, your recovery work will not be paid.

All photographs you provide must be:

- labelled with your SBI and the number of the land parcel where the work has been completed;
- dated wherever possible. You can use photographs with an automatic date stamp or write the date the photograph was taken on the reverse. If we are concerned about the legitimacy of a photograph we may request this;
- in focus and clearly show the completed work;
- locatable, so include a significant feature to confirm location, such as road, tree line or telegraph pole;
- able to show the scale of the damage, so stand back to get the length and take a close up to show more detail;
- from the same position where you have to demonstrate damage as well as completion.

Land parcels

The claim form has a tab you need to complete with the number of each of the land parcels where you have undertaken your recovery works and detailing what works you undertook on each parcel.

Only work done in the land parcels included with your Agreement can be claimed for and you can only claim for work on 'agricultural land' as defined in this handbook.

If you have more land parcels than there is space in the claim form, contact us on 03000 200 301.

Maps (if required)

At claim stage, we need to be able to confirm:

- every land parcel was in your Agreement;
- the work is on 'agricultural land' within the land parcel;
- the location of recovery works and lengths where necessary.

We should be able to get this information from your photographs and the claim form, but if not, we may ask you to provide us with a map of the land parcel, such as the digital maps available in 'View Land' in the Rural Payments service, to show us where you have done the work.

If this is required, we will talk you through what we need.

Claim deadlines

Your claim must be submitted by the date shown in your Agreement. If there is any reason that you cannot submit by this date, you must email FRF@rpa.gov.uk explaining what has occurred and we will get in touch to discuss your case.

Withdrawing your claim

You can withdraw your claim at any time unless:

- you have already been told about an error in the claim;

- you have been inspected (or receive advance warning of an inspection);
- an inspection reveals a breach of the rules.

If you want to withdraw your claim, email your request to FRF@rpa.gov.uk detailing your reasons for withdrawal. You should include your unique 6 digit reference number in your email.

Payment of your grant

Grant funding is paid directly into the bank account attached to your business's main SBI number registered in the Rural Payments service.

It is your responsibility to make sure a valid and active bank account for your business has been added to the main SBI before sending us your claim evidence. Failure to do so will result in your claim payment being delayed. If you need to add a bank account to your main SBI, contact the helpline on 03000 200301 and follow the options for the Rural Payments team.

We aim to pay your valid claim within 30 working days of receipt of your claim evidence. If there are any issues, it may take longer. You may need to account for this if it will affect the cash flow of your project or business.

Inspections

RPA may inspect the recovery works you have carried out. This is done to make sure that the information given in the application is correct and that you have followed the terms and conditions of your grant agreement.

If you refuse to allow access to your land to carry out these inspections following reasonable notice, or fail to provide any assistance the inspectors reasonably require, we may withhold or recover some or all of your grant payment.

Not paying a claim, recovering funds paid or terminating an Agreement

We may not be able to pay a claim, may seek to recover a claim paid or may terminate the Agreement. Full detail of when payment may be withheld, suspended or the Agreement terminated are provided at Agreement stage. Below are examples of when this situation could arise:

- if you claim for funding that is not shown in your Agreement we will not be able to pay your claim;
- if you are unable to provide consents or permits where these are required, we will not be able to pay your claim;
- if at inspection it appears that you have not undertaken the work for which you claimed funding, RPA retains the right to recover any such funds from you and to terminate your Agreement;
- if you deliberately attempt to claim funding for which you are not entitled or attempt to defraud the fund, we may pass your case to the Defra Investigations Team.

[RPA fraud information](#) can be found on GOV.UK.

Publicising the grant

The RPA will add the details of your grant on the Government Grant Information System. By signing the Agreement, you are agreeing to this.

When a project or a claim is rejected

If you are unhappy with a decision or service you have received, you can call, email or write to let us know. Full [guidance about how to complain or appeal](#) is available on GOV.UK. Follow the information for RDPE socio economic schemes.

This publication was withdrawn
on 2 September 2020

Annex D - List of eligible costs

This annex contains three tables, listing the recovery works that have a set price or standard cost (table 1), a maximum price or reference cost (table 2) and works that have no set or maximum cost and that need quotes (table 3).

Table 1: Standard Costs (S in the number column is for Standard)

Standard Costs are for recovery work where no quotes, invoices or bank statements are required and you can do the work yourself. Work must be to the specification in Annex E and you must provide photographic evidence of the damaged item. Without the evidence of damage we will not be to consider these items for payment at claim stage.

Boundary measurements are per linear metre.

No.	Activity	Operation/Items damaged by flooding	Amount available
S1	Stone wall restoration	Restoration of dry stone walls	£25 per metre
S2	Stone wall supplement - difficult sites	Can only be used with stone wall restoration	£7.90 per metre
S3	Stone wall top-wiring	Can only be used with stone wall restoration	£3.60 per metre
S4	Stone wall supplement – stone from quarry	Can only be used with stone wall restoration	£44 per metre
S5	Post and wire fencing	Replacing field or water course fencing	£4 per metre
S6	Sheep netting	Replacing field or water course fencing	£4.90 per metre
S7	Permanent electric fencing	Replacing field or water course fencing	£4.90 per metre
S8	Rabbit Fencing	Can only be used with post and wire, sheep netting or permanent electric fencing	£2.50 per metre
S9	Deer Fencing	Replacing field or water course fencing	£7.20 per metre
S10	Fencing supplement - difficult sites	Can only be used with post and wire, sheep netting or permanent electric fencing	£1.24 per metre
S11	Wooden field gate	• To include cost of new hanging and shutting posts	£390
S12	Galvanised metal field gate	• To include cost of new hanging and shutting posts	£288
S13	Stone gate post	Replacing stone gate post	£280
S14	Water gate	• Replacing water gates up to 5m wide	£240

No.	Activity	Operation/Items damaged by flooding	Amount available
S15	Livestock troughs/unit	Replacing lost or damaged livestock trough	£110
S16	Pipework associated with livestock troughs	Can only be used with livestock troughs	£2.65 per metre
S17	Resurfacing of gateways/unit	Restoration of gateway	£92/gateway
S18	Gateway relocation/unit	Where original gateway was damaged	£340/gateway
S19	Watercourse crossings/unit	Restoration of ford type watercourse crossing	£300/crossing
S20	Cross drains/unit where in place	Restoration of cross drains	£245/cross drain
S21	Installation of piped culverts in ditches/unit	Restoration of piped culverts	£340/culvert
S22	Earth banks and soil bunds/100m	Restoration of earth banks and soil bunds	£155/100m

Table 2: Reference costs (R in the number column is for Reference)

Reference (or Maximum) Cost for the recovery work, no quotes required and you can do the work yourself for the Reference Cost. If you use a contractor, and for any seed purchase, you must provide an invoice and a business bank statement. If the invoice is for less than the Reference Cost, we will pay less, if it is more, it will be capped at the Reference Cost.

As an example, if you over-seed 25 hectares (ha) with a reference cost price of £66 per ha for cultivation and £100 per ha for grass seed, you would be asking for a grant for this activity of £4,150.

You do not need to provide a photograph of the damaged land, but you must provide a photograph of the repaired land at claim stage.

No.	Activity	Operations damaged by flooding	Amount available
R1	Cultivation operations for the restoration of grassland (can be combined with either R2 or R3 below)	<ul style="list-style-type: none"> Cultivations carried out to over-seed/re-seed grass leys/permanent pasture damaged by flooding <p>Note 1: You can use a contractor to carry out this work but can only claim the invoiced amount up to the reference cost.</p> <p>Note 2: The reference cost is a maximum for all the recultivation work carried out on a single land parcel.</p> <p>Note 3: nutrient application is not eligible, including any digestate, manures or fertiliser.</p>	£66 per hectare

No.	Activity	Operations damaged by flooding	Amount available
R2	Cost of grass seed for over-seeding (can be combined with R1 above)	<ul style="list-style-type: none"> Grass seed for over-seeding of grassland damaged by flooding Value of the invoice(s) for grass seed will be paid up to the reference cost 	£100 per hectare
R3	Cost of grass seed for re-seeding (can be combined with R1 above)	<ul style="list-style-type: none"> Grass seed for re-seeding of grassland damaged by flooding Value of the invoice(s) for grass seed will be paid up to the reference cost 	£152 per hectare
R4	Cultivation operations for the restoration of arable/horticultural land	<ul style="list-style-type: none"> Cultivations carried out to restore arable and horticultural land damaged by flooding to be ready for planting of a new crop <p>Note 1: you can use a contractor to carry out this work but can only claim the invoiced amount up to the reference cost.</p> <p>Note 2: The reference cost is a maximum for all the recultivation work carried out on a single land parcel.</p> <p>Note 3: nutrient application is not eligible, including any digestate, manures or fertiliser.</p>	£94 per hectare
R5	Cost of cover crop seed for seeding (can be combined with R4 above)	<ul style="list-style-type: none"> Cover crop seed for seeding of arable land damaged by the flooding Cover crop must be the <u>first cropping action</u> on the land following the relevant flooding Value of the invoice(s) for cover crop seed will be paid up to the reference cost <p>See important note below relating to cover crops.</p>	£114 per hectare

IMPORTANT NOTE ON COVER CROPS (R5)

This must be the first cropping action on the land following the relevant flooding damage. If you are a BPS recipient, you cannot request this reference cost on a land parcel you have already included in your BPS claim for the year as a cover crop under EFA, unless you have subsequently withdrawn the land parcel from your EFA obligations.

A check will be made at the assessment stage of both 2019 and 2020 BPS claims and any conflict on a land parcel will be disallowed for FRF.

Potential issue with EFA catch crops – needs checking with BPS EFA team.

The cover crop cannot be grazed or harvested but must be destroyed before any follow-on cropping takes place.

You will be required to take photographs of the cultivation but also when the crop is destroyed, which may be required at inspection.

Table 3: Quoted costs (Q in the number column of the below table stands for Quoted)

Where we do not have an agreed maximum set price for the recovery work, you will need to obtain quotes.

- You will need 3 independent quotes if the cost is £5,000 or above, 2 independent quotes if it is below.
- You can only do quoted work on land parcels listed in your Agreement.
- If necessary you can use quoted costs for any standard or reference item, but you will not be able to use the portal and it will take longer to process your application.
- If you are intending to build in resilience, you will need to provide one set of quotes for the repair (which will be considered for FRF) and another set for the additional cost that you will be funding yourself.

You cannot use your own labour costs, including the labour of people employed by you, if you are applying under quoted costs;

If the quotes you provide do not meet the requirements in this Handbook, you may be offered an appropriate Standard or Reference Cost instead.

If you do have to use quotes you must make sure they:

- are independent of each other and you and your business (this means from different suppliers that trade as standalone business entities, not linked through shared ownership);
- are comparable to each other (this means of the same or similar specification, size, quantity, units);
- are dated after the flooding event;
- are made out to the same person, at the same address, as detailed in the Agreement;

- are on the supplier's letter-headed paper;
- are broken down to detail all the relevant work with individual costings;
- describe the work to be done;
- include the supplier's VAT and Company Registration Number.

We will only offer you funding against the lowest quote, but it is up to you if you choose to use one that is more expensive and pay the difference.

If the work involves tracks or bridges, these must service your agricultural land to be considered eligible. If a track or bridge serves a non-agricultural business, your claim could be reduced in such cases.

No.	Activity	Operations/items damaged by flooding
Q1	Restoring productive grassland: <ul style="list-style-type: none"> • removing debris • repairing riverbanks 	Contractor costs for removing flood debris, including river debris on fields Contractor costs for reinstating riverbanks Note 1: Q1 can be used in conjunction with R1, 2 and 3, where it relates to debris removal. Note 2: Q1 can be used for undertaking any standard or reference work as quoted costs on grassland.
Q2	Restoring productive arable and horticultural land: <ul style="list-style-type: none"> • removing debris • restoring riverbanks 	Contractor costs for removing flood debris, including river debris on fields Contractor costs for reinstating riverbanks Note 1: Q2 can be used in conjunction with R4 and R5, where it relates to debris removal. Note 2: Q2 can be used for undertaking any standard or reference work as quoted costs on arable and horticultural land.
Q3	Restoring tracks and bridges	<ul style="list-style-type: none"> • restoration materials for access/track ways • restoration of bridges • contractor costs for restoring access/track ways
Q4	Restoring open agricultural drains	<ul style="list-style-type: none"> • contractor costs for restoring open agricultural ditches and dykes <p>Note: buried land drains are not eligible.</p>

Annex E – Specifications for standard costs

This annex contains the minimum specifications for Standard Cost items, together with guidance and instructions regarding installation.

Boundaries and stock proofing:

- [Stone wall restoration](#)
- [Post and wire fencing](#)
- [Sheep netting](#)
- [Rabbit fencing](#)
- [Deer fencing](#)
- [Permanent electric fencing](#)

Gates:

- [Wooden gates](#)
- [Metal gates](#)
- [Stone gate posts](#)
- [Water gates](#)

Earthworks and groundworks:

- [Resurfacing of gateways](#)
- [Watercourse crossings](#)
- [Cross drains](#)
- [Piped culverts](#)
- [Earth banks and soil bunds](#)

Miscellaneous:

- [Livestock troughs](#)

Boundaries and stock proofing

Stone wall restoration

Stone walls need to be rebuilt to their original height in the local style. Farmers should refer to the height and style of other stone walls nearby that are in good condition.

Restoring the wall

- Take down the existing structure by hand, separating and sorting copings (covering stones), through stones and building stones for reuse

- Lay stones level and pack under each one so that it won't move
- Always bring up the level of the middle of the wall for each course if using filling before going to the next one - it shouldn't be possible to see daylight through the wall
- Place through stones where the wall is double-faced (they can't stick out more than 15cm), so weight and stresses are spread evenly
- Place stones next to each other so they touch as much as possible, covering joints below as it is built (for example 1 stone on 2, then 2 stones on 1)
- Place each stone with its length reaching well into the wall, not along the outside
- Pack coping stones (stones placed along the top of the wall, 'capping' it) as firmly as possible to tie the whole wall together
- Finish the entrances and wall ends with a well-built cheek end
- The sides of the wall should slant evenly on both sides, creating an even 'batter' from a wide base to a narrower top of the wall. Avoid creating bulges as it weakens the wall and may collapse.

How to build the stone wall

- Dismantle the existing structure back to a sound construction
- Rebuild the wall so there's an even top line, a consistent batter, and no bulges or depressions along the face of the wall
- Add a filling of solid rocks with each course where it's part of the traditional construction
- Keep all existing wall-side trees and saplings
- Use wooden rails to make up any gaps - this allows for tree growth and stock-proofs the wall
- Rebuild stone features into the wall such as sheep creeps, troughs and stiles

What stone to use

- Use original stone where it's available
- Make sure imported stone matches ones that are traditional to the area in type, size and style
- Haul stone only when ground conditions are firm enough to prevent damage to the fields next to the wall

Do not:

- disturb foundation stones unless it's to create a firm base
- use topsoil, earth, sand or fine gravel as filling between courses
- use concrete or mortar
- take stone from other walls, banks or buildings on the holding
- place stone on features of archaeological, historic or wildlife value as identified in the farm environment record (FER)

Dispose of leftover materials

Remove any leftover materials used to complete the wall from the site and restore the ground where the work has been carried out.

Choose the right style for the wall

Restore the wall so it matches the stone types and wall styles in the immediate area. There can be distinctive local variations – often in relatively small areas. The style is determined by the composition, shape and size of the stone used and the way it can be split and shaped. Using the right type of stone will ensure the required style can be matched.

Stone wall supplement - difficult sites

This supplement can only be used on walls being restored using the stone wall restoration item. The walls must be:

- on a slope with an incline of more than 30 degrees
- greater than 1.6m in height
- in an inaccessible or remote location, for example a considerable distance from a track or is on boggy ground

Stone wall top-wiring

- Use round timber posts with a top diameter of 75mm
- Set the posts at centres no wider than 3m (for mild steel wire) or 10m (for high-tensile wire)
- Use posts long enough so that the top wire can be fixed at no more than 300mm above the top of the wall
- Use timber that is fully peeled and tanalised or treated with an appropriate preservative
- Knock the posts into the ground and either set them leaning against the wall or set them alternately on opposite sides of the wall
- Secure the posts
- Staple either half height sheep netting or 2 lines of steel wire 200mm apart to the upright posts
- Use 4mm diameter mild steel or 3.15mm diameter high tensile steel line wire
- Ensure the wire is properly strained and fastened with galvanised staples

Stone wall supplement – stone from quarry

- Use imported stone that matches the type, size and style of the wall being restored.
- Restore the wall as specified under 'restoring the wall'.
- Remove all surplus stone from the site after work has been completed.

Post and wire fencing

- Remove all old fencing material before putting up the new fencing.

- Use softwood timber that's fully peeled and tanalised, or treated with an approved preservative.
- Put up a fence at least 1.05m high.
- Use strands of galvanised 4mm mild plain steel wire or 2.5mm barbed wire.
- Use enough strands to control the livestock.
- Use straining posts that are at least 125mm by 125mm square (or have a 100mm top diameter) and are at least 1.87m long.
- Set the straining posts at least 750mm into the ground and no more than 150m apart.
- Place a straining post at every change of direction (horizontal or vertical) and at each end of the fence.
- Use struts that are 75mm by 75mm square, or have a 65mm top diameter, and 1.87m long.
- Set the struts at least 450mm into the ground and mortise them into the straining post.
- Use intermediate posts that are 75mm by 75mm square, or have a 65mm top diameter, and 1.75m long
- Set the intermediate posts at least 600mm in the ground and no more than 3.5m apart.
- Make sure that all the materials meet the relevant British Standards.

Do not:

- attach the fence to trees or hedgerows
- block or restrict access to open access land

Related items

This item can be used on the same length as the following items:

- Rabbit fencing supplement
- Fencing supplement – difficult sites

Sheep Netting (no top wire)

- Remove all old fencing material before putting up the new fencing.
- Use softwood timber that's fully peeled and tanalised, or treated with an approved preservative.
- Put up a steel wire mesh fence at least 1.05m high.
- Use additional strands of galvanised steel wire (plain or barbed) if extra height is needed.
- Use straining posts that have a top diameter of at least 125mm top diameter, or are 100 by 100mm in cross-section when sawn.
- Make sure the straining posts are 1.85m long if they're set in concrete and 2.15m long if they aren't.
- Place the straining posts no more than 150m apart if using mild steel line wire, or 300m apart for high tensile wire.

- Use a straining post at every change of direction (horizontal or vertical) and at each end of the fence.
- Use struts that have a top diameter of at least 80mm, or are 75mm by 75mm when sawn.
- Make sure the struts are 1.6m if they're set in concrete and 1.9m long if they aren't.
- Notch struts into the straining post at an angle of no more than 45 degrees.
- Use intermediate posts that have a top diameter of at least 65mm, or are 75mm by 75mm when sawn.
- Make sure the intermediate posts are 1.7m long and space them no further than 3.5m apart.
- Make sure that all the materials used meet the relevant British Standards.

Related items

This item can be used on the same length as the following items:

- Rabbit fencing supplement
- Fencing supplement – difficult sites

Rabbit fencing supplement

This can only be used where farmers are applying for restoration of fencing, for example, post and wire, sheep netting or permanent electric fencing.

Farmers must:

- use galvanised, 18 gauge, 31mm hexagonal wire mesh to construct the rabbit netting
- attach the netting to a pair of 2.65mm, high tensile, spring steel straining wires using galvanised netting rings
- make sure that one of the straining wires is at the bottom of the fence and one is at the top
- bury the bottom edge of the netting to a depth of 150mm, or lap the netting on the surface of the ground towards the rabbit threat
- anchor the lapped netting at 1m intervals
- make sure that all the materials meet the relevant British Standards

Fencing supplement - difficult sites

This can be used where the site being fenced:

- is remote
- cannot be accessed by vehicles
- is on steep slopes
- is prone to flooding or waterlogged for large parts of the year
- is in need of a lot of ground preparation

Farmers must complete the associated fencing to the relevant specification.

Deer fencing

Farmers must:

- meet the fence specifications set out in table 3 (and in the Forestry Commission's technical guide Forest Fencing 172)
- clear debris from the line of the fence
- make the line of the fence smooth enough that the bottom of the fence sits with the ground (there must be no gaps that deer can enter through)
- make sure the fence is regularly inspected
- maintain the fence so that deer can't enter the land

Specifications for the fence woodwork

Species	Endposts and turning posts (m by cm)	Struts (m by cm)	Intermediate takes (m by cm)	Maximum stake spacing (m)
Roe	2.8 by 10 to 13	2.5 by 8 to 10	2.5 by 5 to 8	10
Muntjac	2.8 by 10 to 13	2.5 by 8 to 10	2.5 by 5 to 8	10
Red/sika/fallow	2.8 by 12 to 18	2.5 by 10 to 13	2.6 by 8 to 10	10

Specifications for the height of the fence and the size of the mesh

Species of deer	Minimum fence height (m)	Maximum mesh size (mm)
Red and sika	1.8	200 by 300
Fallow	1.8	200 by 220
Roe	1.5	200 by 150
Muntjack	1.5	75 by 75

Permanent electric fencing

- Erect wire fencing at least 1050mm high using a minimum of 4 mild steel or high tensile plain wires.
- Use straining posts with a top diameter of at least 150mm and 2150mm long, spaced according to the type of wire used.
- Use struts with a top diameter of least 80mm and 2100mm long, notched into straining posts.
- Use intermediate posts with a top diameter of at least 63mm and 1700mm long, spaced according to the type of wire used.
- Install a mains-operated energiser in accordance with the Institute of Electrical Engineers IEEE Regulations.
- Make sure that all the materials meet the relevant British Standards.

Related items

This item can be used on the same length as the following items:

- Rabbit fencing supplement

- Fencing supplement – difficult sites

Wooden field gate

If the area has a local style then the gate should be constructed to match, including using the same timber. If there is no local style then the following specifications should be used:.

Section	Gates up to 3m wide	Gates 3m and over wide
Top rail	100mm by 75mm	125mm by 75mm
Top rail tapered to	75mm by 75mm	75mm by 75mm
Under rails	75mm by 25mm	75mm by 25mm
Braces	75mm by 25mm	75mm by 25mm
Hanging style	100mm by 75mm	125mm by 75mm
Shutting style	75mm by 75mm	75mm by 75mm

Wooden field gates - for all styles

Hang and clap the gate separately from an adjoining fence line - don't use the hanging post as an end strainer.

Then do one of the following:

- set gate posts at least 900mm into the ground and surround with concrete at least:
 - 450mm by 450mm wide
 - 600mm deep
- Erect gate posts without concrete surrounds and set at least 1.1m below the ground surface with the soil compacted around the posts in 150mm layers

Weather cap the top of the gate posts.

Constructing the gates

Frame the gates soundly and use wooden materials. All gates should match in height with the adjoining fence and be fitted with the appropriate fittings for their operation.

If gateways need widening during wall or bank restoration, or to create a new opening, planning permission may be needed. Consult the National Park authority or the local planning authority about hedgerow regulations and the permission needed.

Galvanised metal field gate

Make sure that the galvanised metal field gate meets the relevant British Standards.

Hang and clap the gate separately from an adjoining fence line - don't use the hanging post as an end strainer.

Then do one of the following:

- set gate posts at least 900mm into the ground and surround with concrete at least:
 - 450mm by 450mm wide
 - 600mm deep

- erect gate posts without concrete surrounds and set at least 1.1m below the ground surface with the soil compacted around the posts in 150mm layers

Stone gate post

Set up a stone or slate gate post in the local material, cut or tooled to the size and shape typical of the local area.

Do not use existing gate posts from another location on the holding.

Water gates

Fit a gate across the river or stream. Make sure that the gate:

- is framed and made of wood
- fits the profile of the river or stream
- matches the fence next to it in height
- uses timber that's fully peeled and tanalised or treated with an approved preservative
- can float up and down as the water levels rise and fall
- has an approach fence that's either a post-and-rail or fixed netting fence
- is separate (along with the approach fencing) from the main fence line
- meets the relevant British Standards - examine copies of the most up-to-date standards

The gate must consist of a series of wooden droppers attached to a length of wire cable, or a round wooden rail suspended horizontally between straining posts. The droppers must be:

- at least 50mm square in cross section
- made from sawn, untreated timber that's been drilled and then threaded on to the cable or rail
- separated by 150mm lengths of plastic pipe

If the stream gully is more than 1.5m deep, construct the gate in several sections. The droppers must be:

- made of untreated timber
- at least 70mm square
- hung on round wooden poles using loops of fencing wire

Earthworks and groundworks

Resurfacing of gateways

All the capital works carried out must meet the relevant British Standards. Examine copies of the most up-to-date standards for guidance.

- Excavate the full width of the gateway to the full length of the gate opening into the field when the gate is open 90 degrees.

- Excavate to a minimum depth of 150mm or until there is a naturally occurring sub-base.
- Remove the excavated soil from the gateway area and spread it on the verges of the field track, allowing for drainage.
- Overlay the excavated area with a geotextile membrane, then fill with aggregate (hard core) to a minimum consolidated depth of 150mm.

Materials and resurface area

When carrying out the work:

- the area to be resurfaced should be relative in size to the gateway and the type of traffic that will move through it
- compact down each layer of hard core well before adding another layer, making sure each layer is no more than 150mm thick
- advice must be received from the Environment Agency (EA) if road planings, waste or recycled materials will be used as hard core

Gateway relocation

All the capital works carried out must meet the relevant British Standards. Examine copies of the most up-to-date standards for guidance.

- Leave the existing gate posts where they are, keeping any existing stone or slate posts that are traditional landscape or historic features.
- Re-route the existing trackways associated with the gateway and make good the disused sections.
- Gap up the old gateway using materials that match the character of the rest of the boundary.
- Use new hanging and shutting posts in the new gateway.

Watercourse crossings

All the capital works carried out must meet the relevant British Standards. Examine copies of the most up-to-date standards for guidance.

- Construct a ford at least 4m wide.
- Key a semi-circular, straight or oblique group of toe stones into the riverbed on the downstream edge to form a gravel trap.
- Key the stones down to at least 600mm below the existing level of the bed or below the known scour level (whichever is deeper).
- Make sure the stones do not stand clear of the water during low summer flows and that they do not form a weir.
- Make sure the approach slope gradient is no steeper than 1 in 4.
- Make sure that livestock can't access the sides of the ford approaches.
- Include rock revetment to protect the ford approaches on the river side.

Farmers must also protect the base of the entrance and the exit ramp, as this will help to prevent bankside erosion. Use either rock armouring or coarse gravel or hardcore for protection. If rock armouring is used cobble-sized rocks should be used to create as flat a surface as possible. Fill any gaps with coarse gravel or hardcore.

If coarse gravel or hardcore are used:

- use them with treated retaining boards (50mm by 230mm) along the ramp (parallel to the river flow) and spaced 1m apart
- hold the boards in position with treated posts (100mm by 100mm) that are 1m apart
- drive the posts into the bank and trim them at an angle of 1 in 4 (parallel to the slope)
- drive the posts at least 50mm below the line of the boards to avoid tripping
- compact the bed of the ramp to provide a stable footing for livestock.

Cross drains

All the capital works carried out must meet the relevant British Standards. Examine copies of the most up-to-date standards for guidance.

How to construct a cross drain

- Position the cross drain so it catches the water on the upper side of the track or yard and transfer it to an outfall where it will not cause new erosion or runoff issues.
- Redirect water from the cross drain to a stable drainage outlet such as a ditch, culvert or other outfall - low flows can be directed to a field or field margin.
- Construct the drain either by digging a partially covered channel to collect sediment and redirect surface water, or by constructing a low hump to direct surface flows.
- Maintain drains and drainage outfalls or the areas around humps by removing built-up sediment or other clogging materials.

How to construct a channel

- Excavate a channel across the width of the track or in a yard that's at least 100mm deep and 100mm to 250mm wide.
- Line the channel with concrete and install a gridded top that must be at least 150mm wide.

How to construct a raised hump

To construct a raised hump, successful applicants will need to:

- excavate a foundation trench across the track or yard that's at least 300mm deep
- fill it with concrete
- key in kerbstones across the trench so they protrude 60 to 100mm above the surrounding surface.

Installation of piped culverts in ditches

All work must:

- meet relevant British Standards. Culverts must be constructed using concrete pipes that comply with BS 5911 and BS EN 1916. Pipework must be laid in accordance with BS 8000 - examine copies of the most up-to-date standards for guidance
- comply with the [culvert design and operation guide \(C689\)](#)

- Install a concrete pipe that's at least 450mm in diameter following the manufacturer's instructions.
- Make sure that pipes have a positive joint to preserve alignment.
- Make sure that the pipe lengths give a useable width at ground level that is appropriate for the traffic using the crossing, with the minimum width for a culvert:
 - 4m for wheeled traffic
 - Less than 4m acceptable for livestock footpaths and bridleways
- Set the pipes on a firm bed and in true alignment.
- Make sure that the pipe gradient is approximate to that of the ditch bed
- Make sure that the pipe invert (the level of the inside bottom of the pipe) at the upstream end is fractionally below the bottom of the true ditch bed.
- Grade the ditch bed downstream if any deepening is needed to accommodate the culvert.
- Maintain the culvert for the duration of the agreement, removing debris that builds up so as to maintain flow.

Where the above standard specifications for the culvert are not suitable for the weight of machinery using the crossing applicants must obtain advice from a drainage or bridge engineer and complete the works in accordance with their advice. Farmers are responsible for ensuring the culvert does not collapse.

Earth banks and soil bunds

Design and construction

Farmers are likely to need to:

- form infiltration basins into 'V', 'U' or 'C' shapes
- measure bunds in a continuous length of 100m per unit with up to a 250m² runoff store
- dig down 0.8m in depth
- grade side slopes to no more than 1 in 3
- make sure half the stored water can empty within 24 hours

- flatten the soil when damp to strengthen the structure
- plant grass species in banks that can withstand wet and dry conditions
- establish vegetation on the basin floor to reduce clogging
- build bay silt traps where soil erosion is high to stop the basin from clogging
- regularly remove excess sediment from banks and bunds, reapplying it back to the field (contact the Environment Agency to check if a waste exemption is required)

To enhance buffer strips

- place soil bunds at the field edge of buffer strips, this slows runoff
- build bunds 300mm to 500mm high by 600mm to 1000mm wide
- place larger bunds where complex field slopes divert runoff to pinch points

Establishing soil bunds

Compact down soil bunds then sow a seed mixture at a rate of 24g/m². Form the seed mix from grass, legumes and wildflower, for example:

- creeping red fescue (70%)
- smooth meadow-grass (20%)
- creeping bent (10%)

Building weirs and outlets

Weirs and outlets can be built into the design as they can discharge more water than pipes and are less likely to block up. The water should be directed onto stones or boulders to slow flow for piped overflows or weirs in ditches and ponds.

Miscellaneous

Livestock troughs

- Make sure the trough is made of galvanised steel, or concrete, spray-moulded glass-reinforced cement (GRC), or polyethylene
- Make sure the trough has a ball valve and service box
- Connect the trough to a water supply or to water supplied from a bowser on a regular basis
- Meet the Water Supply (Water Fittings) Regulations 1999 if using a mains water supply
- Make sure the trough meets relevant British Standards

Pipework associated with livestock troughs

- Make sure the pipework is made of medium-density blue polyethylene and has an external diameter of at least 25mm
- Make sure that all the joints are made of brass or plastic and that they're watertight
- Bury the pipework below the cultivation depth and to at least 600mm (or as determined by the local water supplier)

- Cover the pipe with a tubular steel guard or sleeve pipe if it crosses an open ditch
- Lay the pipe 600mm below the ditch to allow for ditch cleaning
- Lay the pipe on a 75mm bed of sand if it crosses farm tracks and then cover it with a further 100mm of sand, before overlaying it with backfill
- Make sure that the pipe meets the relevant British Standards

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